



**Date of Council Meeting: February 23, 2015**

**TOWN OF LEESBURG  
TOWN COUNCIL WORK SESSION**

**Subject:** County Government Parking Shuttle and Telos Park-and-Ride Lot

**Staff Contacts:** Keith Markel, Deputy Town Manager

**Council Action Requested:** Information Memorandum – No Action Requested

**Staff Recommendation:** None

**Commission Recommendation:** Not Applicable

**Fiscal Impact:** None

**Executive Summary:** At the request of Councilmember Hammler, this memorandum provides information on Loudoun County's employee parking shuttle program serving the County's Government Center. In addition, information is provided on the County's new agreement with Telos Corporation to provide public parking spaces for the commuter bus program.

**Background:** Councilmember Hammler requested staff provide information on the County's parking shuttle program that is available to County government staff who work at the Government Center at 1 Harrison Street.

With the loss of surface parking along Harrison Street due to the Crescent Place development, and in the existing parking lot immediately to the west of the County's parking garage due to the Courthouse Square development, the County started exploring ways to provide staff parking at other existing lots in Leesburg. County officials believe the current County deck is short approximately 12 parking spaces if it were to park all Government Center staff. Their current policy is to still reserve the first level of the deck for handicap and visitor parking.

To accommodate for the reduced parking near the government center, the County is currently running a County Parks and Recreation bus between the Pennington Lot (County owned), Liberty Street Lot (Town owned), and 1 Harrison Street. The shuttle service runs in the morning from 8:00am-10:00am. The shuttle service runs again in the evening from 4:30pm -6:30pm.

In the morning the bus waits at the Pennington lot until a rider shows up, and then the bus travels to the Liberty Street lot before arriving at the Government Center. The driver also can be called by mobile phone, but few riders use this option. In the evening the driver waits at the Government Center loading dock for riders.

The County has been providing this service for several months on a trial basis. The average ridership is only four to six riders per day. With such low ridership, it is not known if the service will continue long term. However, the County does plan on continuing the shuttle for the next several months.

The County does not expect parking the demand to be as high in the summer as it is during the winter due to staff vacations. In addition, the County is discussing possible incentives for staff to park in the distant lots and walk to work as part of their wellness plan.

In regard to the Telos parking lot in Ashburn, the County is using this site as a new commuter park-and- ride lot. The agreement between the County and Telos provides 164 spaces for the commuting public. The County leases the parking area for \$8,200 each month. Lots on private land such as Telos along with numerous other lots owned by churches and business, supplement the spaces provided by the County's nine publically owned commuter park-and ride lots. The Telos lot is not designed for County employees, but rather for riders of the Loudoun Connector bus system.

**Attachments:** None